

## **Job Profile for Project Management Officer**

Responsible for the coordination and ensuring the completion of projects on time, within budget and scope. Oversee all aspects of company's projects. Set deadlines, assign responsibilities, monitor and summarize progress of projects.

### **Role Qualification:**

- **Academic/Professional:** First degree in any business-related course. Project Management Professional (PMP) / PRINCE II certification is an added advantage
- **Work experience:** Minimum 5- 7 years' total work experience with at least 2years in related job role.

### **Key Responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Report and escalate to COO or EXCOM as needed.
- Create and maintain comprehensive project documentation
- Meet with internal stakeholders to take detailed ordering briefs and clarify specific requirements of each project.
- Delegate project tasks based on junior colleague's individual strengths, skill sets and experience levels.
- Track project performance, specifically to analyse the successful completion of short and long-term goals.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Perform other related duties as assigned from time to time by the COO.

### **Required Competencies**

- Confidence, excellent communication, interpersonal and listening skills.
- Capability to understand and explain complex information simply and clearly.
- Ability to network and establish relationships with clients.
- Research and analytical skills.
- Strong presentation skills
- Negotiation and influencing skills as well as determination and tenacity.

- Ability to work in a team.
- Proactive nature.
- Time management skills.
- Customer service skills and solutions driven mind-set.
- Self -motivation and organization.
- Good level of numeracy and IT skills.
- Discretion and an understanding of the need for client confidentiality.

Interested Applicants should send their CVs to [jobtalentrecruit@gmail.com](mailto:jobtalentrecruit@gmail.com) stating the role applied for as subject of mail. e.g "Project Management Officer"